

PROCEDURE 0110.08
Issued January 1, 1994

SUBJECT: Additions or renovations.

APPLICATION: Executive Branch Departments and Sub-units, community colleges, and higher education.

PURPOSE: To establish procedures for minor renovations or additions to existing State-owned buildings costing less than \$1 million.

CONTACT AGENCY: Department of Management and Budget (DMB), Office of Facilities, Administrative Division
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SUMMARY: Executive Branch Departments and Sub-units needing an addition or renovation to an existing State-owned building are required to work with the Office of Facilities.

APPLICABLE FORMS: DMB-400, -401, -402, -403, -404, -406, -407, -412, -413, -414, -415, -426, -427, -429, -430, -431, -433, -434, -436, -437, -438, -439, -440, -441, -442, -443, -444, -445, -445, -450, -452, -455, -456, -459, -460, -461, -462, -463, -464, -466, -467, -468, -483, -485, -487, -489, -495, and -496, and the Contract for Professional Services.

PROCEDURES:

Agency:

- When a project involves investigation or remediation of suspected or confirmed environmental issues, the agency should contact the Department of Natural Resources, Environmental Response Division, for direction and assistance.
- Obtains project funding. See Procedure 0110.04.
- Submits project detail/scope information to DMB, Office of Facilities, including a brief description of the need for the project and verification of funding.

Facilities:

- In some instances, the Office of Facilities may delegate the responsibility for obtaining bids back to the agency/department utilizing all applicable requirements and procedures. See Procedure 0110.07.
- Selects professional service contractor, unless the Design Division determines to use the services provided by Production Services Section, Design Division, DMB Office of Facilities. See Procedure 0110.09.

- Reviews design progress with professional and agency at regularly scheduled intervals.
- Notifies professional service contractor or Production Services Section to complete final planning.

Professional Service Contractor/Production Services Section:

- Completes final planning and prepares documents for construction bidding.
- Obtains required prevailing wage rates and plan reviews by agencies/departments, if necessary, for inclusion in bidding documents.

Facilities:

- Advertises project for construction bids.

Professional Service Contractor/Production Services Section:

- Distributes bidding documents to interested bidders.
- Conducts pre-bid meetings and site walk-throughs, if required, and answers questions and issues addenda, if required.

Facilities:

- Receives proposals and conducts a weekly, public bid opening.
- Reviews proposals for compliance with state requirements, including bid security, Certificate of Awardability, etc.
- Forwards copies of bids to professional service contractor or Production Services Section for review and recommendation of award or rejection of bids.

Professional Service Contractor/Production Services Section:

- Reviews bids for compliance with project requirements and makes recommendation for award to the Office of Facilities.

Facilities:

- Reviews recommendation and submits to the State Administrative Board or the director of the DMB for approval.

DMB Director/SAB:

- Approves contract for construction.

Facilities:

- Obtains appropriate insurances, bonds, and signatures, and executes the contract with contractor.

Contractor:

- Completes project in accordance with the contract documents.

Facilities:

- Conducts periodic progress meetings with contractor, professional service contractor, if any, and agency.
- Monitors construction progress in accordance with contract documents.
- Processes contractual payments.
- Reviews final project close out documents and as-built drawings.
- Ensures that all proper waivers and permits are obtained.
- Submits appropriate close out documents, warranties, and instructional data to the agency.

Agency:

- Upon substantial completion, occupies and operates the facility.

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